

# Directive

FGIS 4790.7

3/18/92

---

## WELLNESS PROGRAM

- I.  
PURPOSE
- This Directive states the policy, objectives, and responsibility of supervisors within the Federal Grain Inspection Service (FGIS) in implementing the Wellness Program. Supervisors are to educate employees as to the importance of wellness, provide access to professional advice on health and emotional problems, and encourage self-help.
- II.  
AUTHORITY
- Departmental Regulation: Wellness Program Directive, 4430-2, April 18, 1991.
- III.  
POLICY
- It is FGIS policy to promote wellness programs that improve employee health, morale, and productivity. Programs should target key lifestyle traits that employees can change to improve their overall health. Programs should provide equal opportunity for all employees regardless of age, sex, or grade level, and should include provisions for employees with disabilities.
- IV.  
SCOPE
- Wellness, as used in this Directive, includes the following health related activities:
- A. Physical fitness.
  - B. Nutrition and weight management.
  - C. Health promotion and educational activities such as stress management, control of hypertension, smoking cessation, cholesterol control, and health risk assessments.
- V.  
RESPONSIBILITIES
- Each Branch Chief and Field Office Manager shall:
- A. Make the Wellness Program, FGIS, October 1, 1990, loose leaf notebook available to employees.
  - B. Identify and post the name, address, and telephone number of local Federal fitness centers, where available, on the safety bulletin board.

C. Post the name, address, and telephone number of the contractor who provides employee counseling and assistance services on the safety bulletin board.

D. Include wellness topics in monthly safety meetings.

VI.  
INQUIRIES

Direct inquiries to the Safety and Health Staff,  
Resources Management Division, telephone number  
720-0244.

/s/ John C. Foltz  
Administrator